



National Science Foundation

Senior Executive Service

Vacancy

ANNOUNCEMENT NUMBER: S20050146A-LTD

OPEN: 09/30/2005

CLOSE: 12/30/2005

***ANNOUNCEMENT HAS BEEN AMENDED TO EXTEND THE CLOSING DATE TO 12/30/2005.**

POSITION VACANT: Director, Division of Chemistry (CHE), Directorate for Mathematical and Physical Sciences (MPS)

LOCATION: Arlington, Virginia

SALARY RANGE: The Federal pay range for Senior Executive Service positions is \$107,550 to \$162,100* per annum (*subject to agency certification by OPM).

AREA OF CONSIDERATION: All Qualified Applicants

Announcement is for a one-to-three year limited term appointment. Position is also announced on a career basis in S20050146A-C and on an Intergovernmental Personnel Act assignment basis in S20050146A-IPA.

STATEMENT OF DUTIES: Provides leadership and direction to Division of Chemistry, which supports research and education in organic and macromolecular chemistry; physical chemistry; inorganic, bioinorganic and organometallic chemistry; analytical and surface chemistry and related fields. The Division Director assesses needs and trends in research and education involving the field of chemistry, implements overall strategic planning and policy-setting for Division activities, provides leadership and guidance to Division staff members, determines funding requirements, prepares and justifies budget estimates, balances program needs, allocates resources, oversees the evaluation of proposals and recommendations for awards and declinations, and represents NSF to relevant external groups. The Division Director fosters partnerships with other Divisions, Directorates, Federal agencies, scientific organizations, international organizations, and the academic and industrial communities.

QUALIFICATIONS REQUIREMENTS

EXECUTIVE/MANAGERIAL

Essential

- 1. Leading Change.** Demonstrated ability to develop and implement an organizational vision that integrates key national science and engineering research and education goals. Includes understanding of the relative roles and relationships of Federal, academic and private organizations involved in the development and support of programs to improve the status of science and engineering research and education. Includes the ability to formulate effective program strategies consistent with the overall goals of the organization.
- 2. Leading People.** Demonstrated ability to achieve organizational objectives by creatively managing and motivating staff. Includes the knowledge and ability to promote quality through the effective use of performance standards and assessment. Includes leveraging diversity and other differences, promoting developmental opportunities for staff, fostering commitment and team spirit, and constructively resolving conflicts.
- 3. Results-Driven Leadership.** Demonstrated knowledge and ability in planning, prioritizing, and coordinating large, complex programs. Includes the ability to make timely and effective decisions and to produce results through strategic planning, and the implementation and evaluation of programs and policies. Includes the ability to address and balance complex and diverse program requirements within available resources.

4. **Business Acumen.** Demonstrated ability to utilize human, financial, material, and information resources in a manner that instills public trust and accomplishes the organization's mission, and to take advantage of new technologies to enhance the effectiveness of decision making. Includes demonstrated ability in recruiting and selecting staff, allocating financial resources, and managing budgetary processes.
5. **Building Coalitions/Communication.** Demonstrated ability to serve as a senior spokesperson for a major organization involved in the support of science and engineering research and education development initiatives, and to foster partnerships. Includes the ability to coordinate organizational strategy and initiatives with representatives of scientific and business communities and with representatives of state governments. Includes ability to interact constructively with Congress, Federal officials, representatives of professional organizations and the public.

PROFESSIONAL/TECHNICAL

Essential

1. Ph.D. in the chemical sciences or equivalent professional experience or a combination of education and equivalent experience in chemistry or a closely related field.
2. Substantial research contributions and strong evidence of scholarship in the chemical sciences or a closely related field as evidenced in publications, innovative leadership in research administration, and/or professional leadership and awards.
3. Demonstrated knowledge of the research and education activities and issues associated with the academic chemical sciences community.
4. Proven experience demonstrating innovative leadership in research administration.
5. Knowledge of grant and contract administration, fiscal management, and budget preparation with experience in scientific research support.

GENERAL INFORMATION

The Senior Executive Service (SES) covers managerial positions above GS-15 in the Federal Service. Persons appointed to the SES are eligible for health benefits, life insurance, social security, Federal retirement and thrift savings plan coverage, and participate in the Federal leave system. Competitive status is not required, veteran's preference does not apply and there are no grade restrictions. **The individual selected will be required to file an "Executive Branch Personnel Public Financial Disclosure Report" (SF-278) in accordance with the Ethics in Government Act of 1978.**

EVALUATION METHOD

Applicants will be screened for basic eligibility according to the essential qualification requirements. Eligible applicants will be reviewed by an Evaluation Panel according to criteria based on the qualification requirements. The best qualified candidates will be referred to the appropriate official who will recommend selection. All applicants will be considered without regard to race, color, religion, sex, national origin, political affiliation, marital status, physical disability, age, membership in an employee organization or other non-merit reason. Any applicant may request information or appeal the procedures and operations of the merit staffing process to the Executive Resources Board.

APPLICATION INSTRUCTIONS

Please ensure that your application includes the documents listed below and reflects your background in terms of the qualification requirements for the position.

- 1.) Resume or other application format of your choice.** Your application should contain the following information: Country of citizenship. Information about your education, your major, and type and year of degree(s). Information about all your work experience, including job titles, duties and accomplishments, employer's name and phone number, number of hours worked per week, starting and ending dates (month and year), and salary. If you have held various positions with the same employer, describe each separately. The brochure *Applying for a Federal Job* (OF 510) provides information on the federal job application process; it is available on OPM's website at www.opm.gov/forms/html/of.htm.
- 2.) Narrative statement addressing your background in terms of (a) the executive/managerial and (b) the professional/technical requirements.**
- 3.) NSF Form 1232, "Applicant Survey."** Submission of this form is voluntary and will not affect your application for employment. The information provided will be used only for statistical purposes.

APPLICATION SUBMISSION: Applications must be received by the closing date on this announcement. Applications may be transmitted electronically to execsrch@nsf.gov or mailed or delivered to the following address: National Science Foundation, Division of Human Resource Management, Executive Personnel, Room 315, ATTN: S20050146A-LTD, 4201 Wilson Blvd., Arlington, VA 22230. Inquiries or questions should be directed to: Executive Personnel Staff at (703) 292-8755; hearing impaired individuals should call TDD (703) 292-8044. Additional information on the NSF mission, structure, programs and operations may be accessed through our Homepage www.nsf.gov. The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact on this vacancy announcement.

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